



STATE
OF
GEORGIA

Application for RECORDS DISPOSITION STANDARD

OFFICE OF SECRETARY OF STATE
DEPARTMENT OF ARCHIVES & HISTORY
RECORDS MANAGEMENT DIVISION

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1. Application Date	INSTRUCTIONS: See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.	FOR RECORDS MANAGEMENT DIVISION USE	
2. Agency Application No.		Date Received SEP 11 1972 247	Date Completed SEP 18 1972
3. AGENCY, Division, Subdivision & Administering Office Address Transportation Agency Payroll and Budgeting No. 2 Capitol Square Atlanta Ga. 30334		4. Person to Contact Martha Jacobs	5. Working Title Accountant II
		6. Tel. No. 656-5237	

7. ACTION REQUESTED

☒ ESTABLISH DISPOSITION STANDARD;
RECORD WILL CONTINUE TO ACCUMULATE. ☐ DISPOSE OF PRESENT ACCUMULATION;
NO FURTHER ACCUMULATION ANTICIPATED.

8. Inclusive Dates 1970 - to date	9. EXACT SERIES TITLE Real Property Inventory Forms File
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10. What is the function of the office in which this record series is created

The function performed in creation of the series is the purchase of property for agency activities. Activities could include those which are both general and specific.

11. DESCRIPTION OF SERIES - Include Form No. & Form Title, if any and file arrangement

Real Property Inventory Form (91-403A) - Inventory documentation for State owned property. It is a description of the property and is a cross reference to the Deeds. Series is filed alphabetically by county.

EQUIPMENT OCCUPIED	No. of Drawers	Cu. Ft. of Records	ANNUAL RATE OF ACCUMULATION	No. of Drawers Cu. Ft. of Records			
				In Office(s)	In Storage Area(s)		
Letter-size File Drawers				0	1/10		
Legal-size File Drawers	2	3	Floor Space Occupied (Square Feet)				
				This Year's	Last Year's	Preceding Year's	All Prior Years
			AVERAGE DAILY REFERENCES	1	1	1	1

QUESTIONNAIRE Place an "x" in the proper column. If answer is "YES," please explain

YES NO

13. Is this the Record Copy of the series? ☒ []
14. Is there a duplication of this series in another office or agency?
Secretary of State gets a copy along with a copy of the deed. ☒ []
15. Is the information contained in this series ever summarized or published? ☐ ☒
16. Does the series contain classified information requiring security handling? ☐ ☒
17. Does the series document policies and procedures of agency's operation or function? ☐ ☒
18. Could the function be performed if the files were lost or destroyed?
Could reconstruct from copy kept in the office of Secretary of State. ☒ []
19. Is the series (or major portion of it) regularly microfilmed? If yes, why? ☐ ☒
20. Does the record series provide data as input to an EDP file? ☐ ☒
21. Does the record series contain documentation produced as EDP printout? ☐ ☒
22. Is the series affected by Federal or grant funds? ☐ ☒
23. Will there be a need for these records 10, 15 years from now? If yes, what?
Administrative reference, legal ☒ []

24. REQUIREMENTS. The following requires the files to be kept indefinitely years.

- a. ☒ STATE LAW b. ☐ STATUTE OF LIMITATION c. ☐ AUDIT PERIOD d. ☐ FEDERAL LAW e. ☐ ADMINISTRATIVE DECISION f. ☐ HISTORICAL VALUE
(Cite Law, Statute, or other reason for the retention requirement)
Series deeds to kept as long as property is owned. (Georgia act 1286 - House bill 626)

25. AGENCY RECOMMENDATIONS. This agency recommends that the file series be cut off at the end of each ☐ CALENDAR YEAR ☐ FISCAL YEAR ☒ OTHER Real property inventory completion, then:

- A. ☐ Destroy immediately after cut off.
B. ☐ Hold in current files area _____ month(s)/ _____ year(s), then:
1 ☐ Destroy.
2 ☐ Transfer to records center; hold _____ year(s), then:
Destroy.
3 ☐ Destroy after audit (or _____ year(s) after audit).
C. ☒ Hold in current files area indefinitely.
D. ☐ Hold in current files area _____ year(s), then transfer to Archives permanently.
E. ☐ Other

(Indicate briefly rationale for recommendations above/or write additional remarks):
The record series is extremely low in volume

Attach Samples of the Series

26. Recommendations in Paragraph 25 are:	Records Management Officer <u>John J. Kitchens</u>		Date <u>8-9-72</u>
	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Head of Agency <u>[Signature]</u>	Date _____
	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Director of Dept. of Audits <u>William M. [Signature]</u>	Date <u>9-11-72</u>
	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Secretary of State/Designee <u>Carroll Hart</u>	Date <u>8-8-72</u>
	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Director of Dept. of Law <u>Robert [Signature]</u>	Date <u>9-18-72</u>